

**Village of Belleville
Public Works and Parks Committee Meeting
April 29, 2013
Minutes**

Present: Gary Ziegler, Ben O'Brien, Daniel Rung, Jerry Butts

Absent:

Guests: Kevin Lord (MSA), Tom Fitzwilliams (MSA), Tom Siebers, Donna Anderson, Herb Blaser, Mike Parkins, Jerry Judd, Jill Wennesheimer

Meeting Called to Order by Gary Ziegler at 6:01 p.m.

Approval of Minutes – Motion by Daniel Rung, seconded by Ben O'Brien to approve the February 4, 2013, March 28, 2013 and April 1, 2013 Public Works and Parks Committee meetings minutes. Motion carried.

Visitors Wishing to Speak on Items Not on the Agenda – There were no visitors wishing to speak on items not on the agenda.

Visitors Wishing to Speak on Agenda Items – The following visitors were present to speak on the agenda item listed:

Tom Fitzwilliams (MSA) – New Phosphorous Rules
Tom Siebers – Public Works Director Hiring Process/Schedule
Donna Anderson – Water Loss, Utility Bill Adjustment Requests, Baker Tilley Sewer Rate Study Proposal, PSC Water Rate Increase
Herb Blaser – Main Street Sidewalk, Decorative Brick and Trees Recommendations
Jerry Judd – Water Loss
Jill Wennesheimer – Handicap Parking Stall on Main Street

Public Works Director Report – See attached report.

Water Leak – Jerry Butts and Kevin Lord still need to review the request from Marlene Sarbacker regarding the damage caused by the water leak and the request for an additional storm water inlet and report back at a future Public Works and Parks Committee meeting. Jerry will advise Marlene that her request is being reviewed.

Engineers Report – See discussion at agenda items below.

Old Business

Meter Hardware/Software/Meter Replacement – Jerry Butts reported that there are three (3) meters remaining to be installed (3 Residential).

Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan – Tabled to a future Public Works and Parks Committee meeting.

Far West Side Planning (Includes Bell West, Baker's Woods and Shamrock Hills Subdivisions) - Kevin Lord reported that he has sent a letter to Francois/Fox and has talked with Rick Francois regarding the final paving of the current streets in the Bell West subdivision. Rick told Kevin that he will get back to him with a date for the paving. Kevin reported that he had not heard back

Parks Projects Recommendations - The Public Works and Parks Committee continued to discuss the possible demolition of the current cook shack and skate shack.

Fee Schedule – Tabled to a future Public Works and Parks Committee meeting.

Urban Forestry Grant/Tree Removal/Tree Planting – Tabled to a future Public Works and Parks Committee meeting.

Main Street Sidewalks, Decorative Brick and Tree Recommendations – Herb Blaser asked about the status of this Project. Gary Ziegler reported that the Project was not approved by the Village Board. The Project will be discussed at a future Village Board meeting.

2013 Budget – The Public Works and Parks Committee will review the year-to-date reports when they are received.

Capital Improvement Plan – Gary Ziegler reported that he and Jerry Butts met to discuss the Capital Improvement Plan (CIP). Kevin Lord had previously developed a Capital Improvement Plan. There were numerous projects and equipment added to the already developed list. Gary has developed a form to be used for the CIP that includes the description of the project/equipment, funding sources and costs among other information. Gary will work with Jerry and Kevin to further develop the CIP.

Gehin Property Easement – See New Business Item # 8 for discussion regarding this item.

Badger State Trail/Pedestrian Bridge Link – Gary Ziegler reported that JSD Professional Services, Inc, Task Order for this Project has been approved by the CDA Committee and the Village Board.

Community Park/Pedestrian Bridge/Lake/River Issues – Jerry Butts is going to contact the contractor regarding the cement repairs that need to be done.

Ordinance Review – Tabled to a future Public Works and Parks Committee meeting.

Property Maintenance Ordinance Enforcement – Tabled to a future Public Works and Parks Committee meeting.

Water Loss – Donna Anderson distributed a document discussing the entry errors in the Utility billing system that were discovered earlier this year. The multiplier for the meters was entered incorrectly. Donna verified with the Public Service Commission that the Village could bill the users for the difference. Gary had previously instructed Donna to prepare a letter of explanation and bills for the affected accounts. The document distributed by Donna includes a list of the affected meters, the amount of the corrected bill and the payment status.

The Public Works and Parks Committee will be acting on a Water Leak Detection Survey as part of this meeting.

Donna will continue to update the Public Works and Parks Committee on the Water Loss issue at future meetings. Donna will provide water loss reports to the Village Board on at least a quarterly basis.

2013 Street/Sidewalk Repairs – Jerry Butts will develop a list of potential street/sidewalk repairs to be discussed at a future Public Works and Parks Committee meeting.

2013 Seasonal Employee – Tabled to a future Public Works and Parks Committee meeting.

Public Works Director Hiring Process/Timeline – Gary Ziegler reported that the Public Works Director Position has been posted. Applications are due Friday, May 10, 2013. Redacted copies of the applications will be distributed to the Public Works Committee, Jerry Butts, April Little and Tom Siebers for their review prior to the May 21, 2013 meeting.

The Public Works and Parks Committee reviewed several documents with possible interview questions.

Several questions were added and deleted to the list Gary will compile a "clean" list of questions that could be used for any interviews for the position. The actual questions that will be asked will be determined at a future Public Works and Parks Committee meeting.

New Business

Parks Use Requests - The following Park Use Requests have been received:

No request were received.

Utility Bill Adjustment Request – The following Utility Bill Adjustment Requests have been received:

Crystal Fahrenkrug, 546 Jon Street
Burreson's Foods, 1019 River Street
Ray and Michelle Miller, 313 North Shore Drive
Patricia Herfel, 220 N. Grant Street

Donna Anderson distributed a summary of the Adjustment Requests, including calculating the appropriate adjustments, for the Public Works and Parks Committee.

Motion by Ben O'Brien, seconded by Daniel Rung to approve the Sewer Use Adjustment Requests as follows:

Crystal Fahrenkrug, 546 Jon Street - \$185.39 for October 2012
Burreson's Foods, 1019 River Street - \$736.62 for November 2012
Ray and Michelle Miller, 313 North Shore Drive - \$366.24 for January 2013
Patricia Herfel, 220 N. Grant Street - \$96.31 for January 2013

Motion carried

Donna also distributed a document regarding the Utility bill for Anderson Custom Processing, Inc. The Village signed an Agreement with Anderson Custom Processing, Inc. in 2007 which provided for a set Sewer Rate. Donna determined that the Anderson Custom Processing, Inc. sewer rate has not been adjusted when the Village Sewer rates were adjusted since 2007. The Public Works and Parks Committee believes the Anderson Custom Processing, Inc. rates should have been adjusted each time the rates were adjusted. Donna will send a letter to Anderson Custom Processing, Inc. to review the discussion held by the Public Works and Parks Committee before the rates are adjusted.

Stormwater Utility Credit Requests – The following Stormwater Utility Credit Request have been received:

No requests were received.

Review of Upcoming Street/Utility Projects – This item was discussed under Old Business Item # 9 – Capital Improvement Plan

New Phosphorous Rules - Tom Fitzwilliams and Kevin Lord discussed the DNR Phosphorous Rules passed in 2010 with the Public Works and Parks Committee. The new rules will not effect the Village of Belleville until their current WPDES Permit expires in 2015. Tom distributed a document titled Reducing Phosphorous: An Overview of Your Options. The Village will have up to nine (9) years from the time their new WPDES is issued to implement any changes that will be required.

Cook Shack/Storage Building in Sugar River Park - Tabled to a future Public Works and Parks Committee meeting.

MSA Task Order for Community Park Projects – Kevin Lord distributed and discussed a copy of an MSA Task Order for Belleville Community Park Multi-Use Pavilion and Amenities and a copy of sketches for the Pavilion and remodeling of the current restrooms in the Community Park. The Public Works and Parks Committee discussed the Projects included in the Task Order as well as funding for the Projects.

The Task Order includes cost estimates for the Projects. The Public Works and Parks Committee feels the estimates are very high, and the only way to get more accurate cost estimates is to approve the Task Order so that MSA and the Public Works and Parks Committee can develop final building plans (including design, building materials, etc.). **Motion by Ben O'Brien, seconded by Daniel Rung to recommend to the Village Board approval of the MSA Task Order for the Belleville Community Park Multi-Use Pavillipn and Amenities in an amount not to exceed \$58,400.00. Motion carried.** Kevin reported that in the event the Village decides not to proceed with all aspects of the Task Order, the Task Order costs will be adjusted.

MSA Task Order for Gehin Property Easement – Kevin Lord distributed and discussed MSA Task Order # 003720xx for the Gehin Trail Access Easement. This Task Order would prepare the Easement Description Document and Easement Value Determination. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend to the Village Baord MSA Task Order # 003720xx for the Gehin Trail Easement in an amount not to exceed \$1,650.00. Motion carried.** Jerry Butts will contact Jerry and/or Neal Gehin to make sure they are still interested in providing the easement to the Village.

Baker Tilley Sewer Rate Increase Study – Gary Ziegler distributed a copy of the Baker Tilley Sewer Rate Increase Study. The Public Works Committee would like more information regarding what the study will include. April Little will ask Baker Tilley to provide a copy of similar reports for review.

PSC Water Rate Increase – Donna Anderson discussed the options (Simplified Rate Case and Conventional Rate Case) the Village has for a water rate increase for the Village. Donna had previously prepared a Simplified Rate Case application for approval by the Village Bard. The Village Board decided to table the application until the Public Works and Parks Committee makes a recommendation. The Public Works and Parks Committee will make a recommendation regarding both water and sewer utility rate increases at a future meeting.

Handicap Parking Stall on Main Street – Jill Wennesheimer, Village ADA Committee Chair, was present to discuss Handicap Parking Stalls on Main Street. The ADA Committee met recently and requested that the Village add a Handicap Parking Stall on Main Street. The list of current Handicap Parking Stalls in the downtown area was reviewed. The ADA Committee feels that the angled Hanicap Parking Stall on South Vine Street could be removed as the Clinic is no longer in operation. **Motion by Ben O'Brien, seconded by Daniel Rung to recommend to the Village Board the following regarding Handicap Parking Stalls:**

- Add Handicap Parking Stall in first stall on North side of West Main Street, west of North Vine Street,**
- Add Handicap Parking Stall in first stall on West Side of South Vine Street, south of West Main Street,**
- Remove Angled Handicap Parking Stall on East Side of South Vine Street across the street from the Old Clinic.**

Motion carried.

Jill reported that the ADA Committee is working with the Belleville Kiwanis on a Project regarding crosswalks on Main Street. They will be coming to the Village Board and/or Public Works and Parks Committee at a future date.

Old Library Masonry Repairs – The Village has previously received a bid for the masonry work on the Old Library. Jerry Butts will contact the contractor to determine if the bid is still valid.

Welcome to Belleville Signs – Gary Ziegler reported that April Little forwarded an e-mail from Mike O'Connor regarding the Welcome to Belleville Signs. Mike informed April that he has a group og people who are interested in helping with the restoration of the signs and the area where the signs are placed.

Water Loss Detection Survey – Jerry Butts distributed a Proposal from Water Leak Locators, Inc. in the amount of \$1,400.00 to perform a water leak detection survey for the Village. **Motion by Ben O'Brien,**

seconded by Daniel Rung to recommend to the Village Board approval of the Proposal from Water Leak Locators, Inc. for an amount not-to-exceed \$1,400.00 to perform a water leak detection survey with funds to come from the Water Utility budget. Motion carried.

The Public Works and Parks Committee will meet on the following dates:

Tuesday, May 21, 2013 – 6:00 p.m. – Village Hall

Tuesday, June 4, 2013 – 6:00 p.m. – Village Hall

Motion by Daniel Rung, seconded by Ben O'Brien to adjourn (10:05 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee